



Hollymount School Admissions Policy 2018-19

Hollymount School is an academy which takes children aged from 2 years-11 years.

Reception Admissions

Applications for a place in Reception should be made through the local authority in which your child lives.

If you are a parent or carer and wish to apply for a place for your child, you will need to complete a common application form available on www.worcestershire.gov.uk and return it to your local authority which in the majority of cases will be Worcestershire. Please list the school you are applying for in order of preference. Put your preferred school first.

Children are normally admitted in the September in the year in which they reach their fifth birthday without reference to colour, creed aptitude or ability. The Local Authority will admit children up to the Pupil Admissions Number which is presently 45 according to the criteria on their web site.

When there are more applications than places, children are admitted in the order of priority according to Appendix A attached to this policy.

Applications for Nursery and other years should be made directly to the School.

Nursery School Admissions

Our planned admission number for our 3-4 year old Nursery is 39 places for each session. The planned admission number for our 2 year old Nursery is 12 places per session.

At Hollymount School children are offered a part time Nursery place for either morning or afternoon. The sessions are three hours long and funded by the Nursery Education Fund. Further hours may be purchased on a termly basis if places are available.

Application forms must be returned to the school office

Other Main School Admissions including In Year Admissions

Our planned admission number for each year group is 50

Hollymount School aims to educate every child holistically and follows the Code of Admissions where all places are allocated in an open and fair way.

We fulfil the government's requirement to restrict Early Years and Key Stage 1 classes to a maximum of 30 and prefer to keep our numbers below this if possible.

Requests for admission to Reception made after the normal round of admissions, from 1 September, or for places in other Year Groups should be made directly to the Academy. Pupils can readily be admitted if there are fewer children in the year group than the Pupil Admissions Number (subject to the class size restriction of 30). Where the year group is full a place may still be offered providing;

- there is an education, health and welfare plan in place
- the child is a 'looked after' child
- no other applicants (other than those prioritised through EHW and LAC) have been refused places in the same year group – wherever they live
- the child is living or moving into the school's priority area (evidence will be required)
- the admission will not breach the class size limit for infants
- the school is willing.

Appendix A

When there are more applications than places, children are admitted in the following order of priority:

- i) Relevant *'Looked after' and previously *'Looked after' children.
- ii) Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.

- iii) Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- iv) Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- v) Children of staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage
- vi) Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Governing body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).***

In accordance with legislation, a child with a Statement of Special Educational Needs or an Educational Health Care Plan will be offered a place at the school named in the Statement.

*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at

the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

Late Applications

The Governors have agreed to accept late applications, within the time-frame set out in the co-ordinated scheme, and treat them as being on time, only in the following circumstances;

- a) where a family have just moved address, (refer to Information for Parents booklet);
- b) where it is agreed by the Governing Body, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

Waiting Lists

The school will maintain a waiting list, and parents need to apply, in order to be included. This waiting list will be maintained until the end of the Autumn term. At that stage parents will need to reapply at the start of the following term if they wish to be included.

Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

'In Year' transfer arrangements

Parents/Carers completing an application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section.

Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the individual schools.

In line with the Code of Practice, all own admission authority schools **must**, on receipt of an in-year application, notify the relevant Local Authority of its outcome and inform parents of their right to appeal against a refusal of a place.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.